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|  | STANDARD OPERATING PROCEDURE State Form 39870(R/S-06) | Reference Number HMR-004 |
| | Subject Out-processing of Employees Separating from the Department | |
| | Special Instructions Replaces HMR-004 dated March 1, 2015 | Effective Date September 10, 2019 |

I. PURPOSE

Establish requirements for out-processing of employees separating from the Department.

II. POLICY

Employees separating employment with the Department shall submit a written notice of intent to the Superintendent at least three (3) weeks prior to the last regular duty workday. An out-processing day shall then occur no later than 21 days after the last regular duty workday; provided, that in no circumstance shall out-processing occur after the employee's last day on the payroll.

III. PROCEDURE

A. Out-processing day is a workday designated for equipment turn-in and the completion of administrative functions associated with the termination of employment. Out-processing day shall not be construed to be the last regular duty workday.

B. Employees separating employment with the Department shall:

1. Contact the Human Resources Division for assistance in determining the last regular duty workday, out-processing day and the effective date of separation;
 2. Notify the Superintendent, through channels, utilizing the [Separation of Employment Template](#), at least three (3) weeks prior to the last regular duty workday;
 3. The notice shall indicate if any vacation and unused compensatory days are to be taken following the three (3) week notice period (see D below) or submitted for pay (maximum of 30 vacation days) pursuant to [Civilian Rule 4](#) and [Police Rule 6](#), Sections 6-2 and 6-3; and the last regular duty workday and effective date of separation;
 4. On the notice, the employee may request an exit interview with the Superintendent or his staff designee if he is not available; and
 5. The employee's commander shall forward a copy of the notice, along with the attendance record (current to the date of the notice of separation) to the Human Resources Division.
- C. Any sick leave utilized after submitting a notice of separation shall require written evidence of the legitimacy of such leave from a physician.
- D. Vacation, personal leave or compensatory time shall not be taken during the three (3) week prior to the last regular duty workday.

E. The Human Resources Division, upon receiving an employee's notice of separation shall provide the scheduled date for out-processing and a copy of the Out-Processing Form (Stock #398) to the employee prior to the employee's last regular duty workday.

F. Employees shall turn in any and all files related to department investigations, personally held at home or on any non-department storage device, to their commander prior to the conclusion of their last regular duty workday. This includes, but is not limited to photographs; notes; case reports, crash reports; and any other records related to crash reports, police dispatches, or incident reports. No department files or personal notes related to Department files shall be retained by employees separating from employment.

IV. OUT-PROCESSING EMPLOYEES

A. Issued equipment, when turned in, shall be clean and serviceable. Financial responsibility shall rest with the separating employee for all lost, missing or damaged items or equipment.

B. Employees who are assigned commissions and/or issued uniforms shall contact the Field Support Services (FSS) to schedule an appointment to turn in their equipment, on or prior to their out-processing date.

C. Employees not assigned to general headquarters and neither assigned commissions nor issued uniforms, shall out-process at the Department component to which they are assigned.

D. All employees assigned to general headquarters, who work in the Indiana Government Center and who are neither assigned commissions nor issued uniforms, shall out-process through the Communications and Information System (CIS), the Human Resources Division, and the Department component to which they are assigned.

E. Employees having items and/or equipment issued/assigned to them by the FSS and/or the Criminal Justice Data Division shall report to those entities during out-processing.

F. Retiring police employees (as defined in Regulation 3):

1. May be processed to obtain a lifetime personal protection permit at the CIS Firearms License Unit; and
- 2 May be afforded retirement awards as outlined in [PRO-001](#).

G. Employees shall report to the Human Resources Division, Benefits Section during out-processing to receive pertinent information and explanation relative to:

1. Pension benefits, calculations and options for monthly pension amount;
2. Pension loan payoff (if applicable);
3. Deferred Retirement Option Plan benefits (DROP) and Retiree Flex-Spending (if applicable);
4. Health, Vision, Dental and Life Insurance benefits;
5. Final pay summary; and
6. Participate in an exit interview (optional).

H. If applicable, employees shall bring with them a copy of their spouse's birth certificate and social security card when reporting to the Human Resources Division for out-processing.

I. After all the applicable Department components have been cleared, the Out-Processing Form shall be signed by the Assistant Chief of Staff (AC/S) Human Resources or a designee and placed in the employee's respective permanent personnel file. A copy of the completed Out-Processing Form shall be given to each employee for the employee's personal files.

J. Upon determination of the date of an employee's last regular workday the Human Resources Division shall notify, by e-mail, the AC/S Communications and Information Systems in order to terminate all of the employee's network and e-mail privileges as outlined in [CIS-006](#).

K. Failure to comply with this procedure, without good cause, will constitute grounds for the immediate removal from police status and/or discharge from the Department.

L. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.